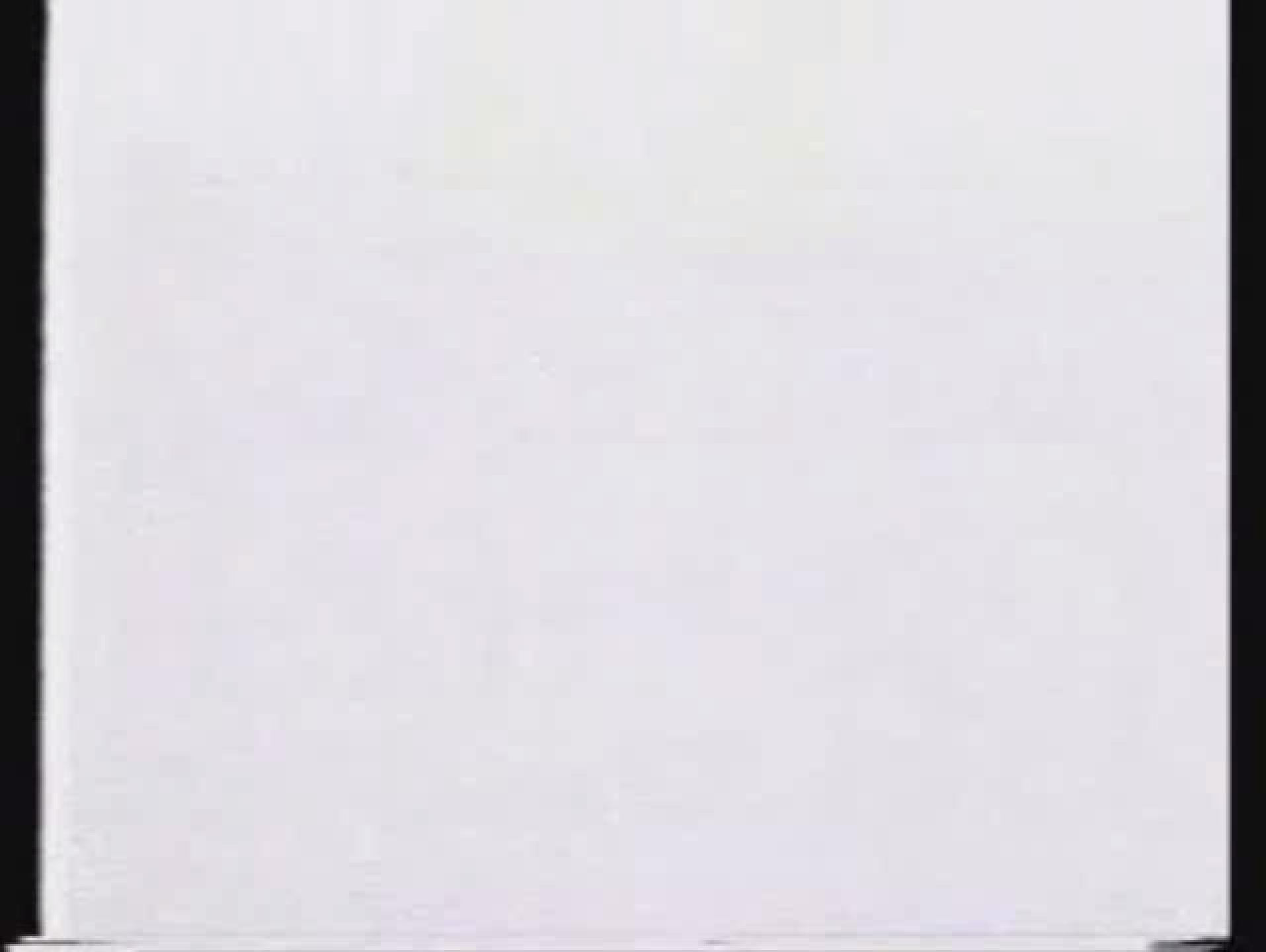


# HR for Supervisors

## Safety Briefing

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**633d ABW Safety Office**  
**JBLE (Fort Eustis), Virginia**  
**878-3740**








# **Supervisor Responsibilities**

- **Establish a Safety and Health Program**
- **Appoint a Safety Representative (ADSP or CDSP)**
- **Ensure Proper Inspection of Worksites**
- **Provide SOPs and Ensure Compliance**
- **Provide Personal Protective Equipment/Clothing and Ensure Use**
- **Provide Adequate Safety Training and ensure it's understood**
- **“Enforce the Standards”**
- **Report and Investigate “ALL” Accidents**  
<https://eustwsintra02.eustis.army.mil/postsafety2/RASHInput.asp>
- **Ensure Employees are free to report unsafe or unhealthful working conditions (DA Form 4755)**  
[https://eustwsintra02.eustis.army.mil/postsafety2/da\\_form](https://eustwsintra02.eustis.army.mil/postsafety2/da_form)

# • OPM - TABLE OF PENALTIES

NATURE OF OFFENSE	FIRST OFFENSE	SUBSEQUENT OFFENSES	POSSIBLE CHARGES
<p>11. Failure to observe safety practices, including failure to use safety equipment such as seat belts, eye protection devices, and protective hearing devices;</p>	<p>Written Reprimand to Removal</p> 	<p>5-Day Suspension to Removal</p>	<p>Failure to observe safety practices; Carelessness; Endangering oneself; Engaging in unsafe work practices</p>
<p>12. Putting oneself or others at risk through careless use of government equipment such as machine shop tools, printing equipment, motor vehicles, firefighting equipment, law enforcement</p>	<p>Written Reprimand to Removal</p>	<p>5-Day Suspension to Removal</p>	<p>Putting a co-worker in danger; Engaging in unsafe work practices; Failure to observe safety practices; Unsafe use of government equipment; Inattention to duty.</p>

# **Mandatory Safety Training Requirements**

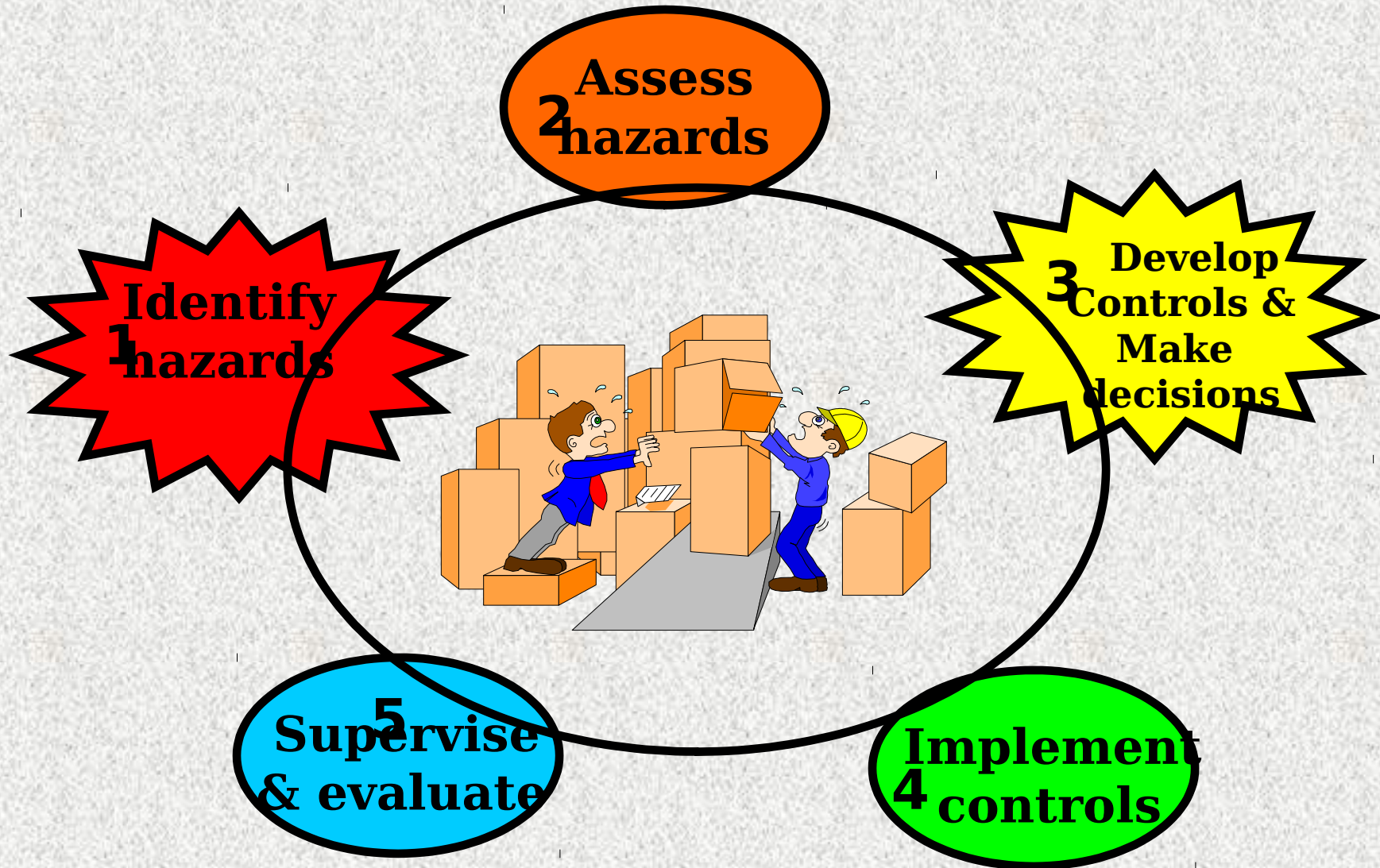
- **Additional/Collateral Duty Safety Course**
- **Managers/Supervisors Safety Course**
- **Employees Safety Course**
- **Composite Risk Management Basic**
  - **ALL Soldiers**
  - **ALL DA Civilians**
- **Accident Avoidance Course**

**<https://www.lms.army.mil/>**

- **Motorcycle Training**  
**<http://militarysafepmv.com/>**



# RISK MANAGEMENT PROCESS



## Job Safety Analysis (JSA)

Print Form

Organization:  Unit:  POC:  Phone:

Job to be performed:

Name of employee:  Job Title:

Date the JSA was prepared:  Prepared by:

### Job Steps

### Hazard or Injury

### Safe action or procedure

1. Pre-operation Safety Check	1. Untrained operator	1. Training on forklift design, controls and instrumentation. Training on the forklift stability and the proper way to transport, load, and stack on the forklift.
2. Cranking & Driving	2. (FB) Rolling the wheels off the edge or ramps and loading docks.	2. Buckle your seat belt when you're in the truck. Stay well back from the edge. Never turn around on the slope. Drive with your load on the uphill side. This means you drive up slopes with your load in front and drive down slopes in reverse.
3. Operating the forks	3. (SA) Running into obstacles.	3. Stay within the vehicle lanes. Slow down and sound your horn at corners, intersections and places with limited view. Slow down for turns. Drive in reverse if your vision is obstructed. Make sure that you have enough overhead clearance.
4. Loading	4. (SB) Load falling off forklift. (SA) Damage to material by loading improperly. (CBT) Pinching hands between the truck and other objects	4. Spread forks as wide as possible for transporting the load. Tilt the mast slightly forward and align the forks with the base of the load. Proceed slowly and insert the forks into the base of the load. Ensure that at least 2/3rd the length of the fork enter the base of the load. Lift forks approximately 8 inches for the load to clear the floor. Tilt mast back in preparation for traveling.
5. Transporting the load	5. (SA) Running into objects (SB) Collisions with other equipment.	5. Be Alert. Wear gloves to protect your hands. Keep your arms and hands in the truck. Keep the controls and your hands clean and dry.
6. Unloading	6. Injury to other personnel Damage to other equipment	6. Position the truck at the desired location. If stacking loads, adjust the height of the load as appropriate. Tilt the mast forward to place the forks parallel to the ground. Once the load is set, slowly back away from the load. When clear of the load, place the forks at the proper height for traveling.
7. Parking the Forklift	7. Running over and crushing the operator.	7. Never leave the truck until you lower the lifting mechanism, put controls in neutral and set the brakes. If you're 25 feet away or can't see the truck, turn th

Employee:  Date:  Supervisor:  Date:

#### Codes for Potential Hazards:

(SB) Struck By (SB)  
(O) Overexertion

(CO) Caught On  
(CB) Contacted By

(FB) Fall To Below  
(CBT) Caught Between

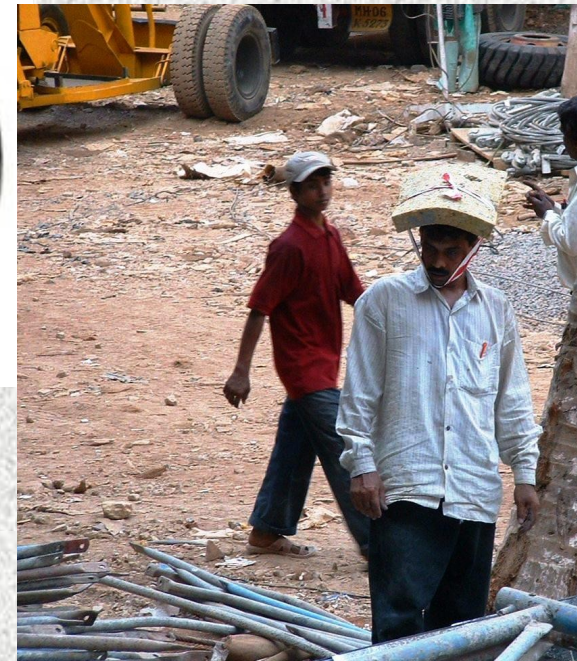
(FS) Fall - Same Level  
(E) Exposure

(SA) Struck Against  
(CW) Contact With

(CI) Caught In  
(H) Heat Injury



# Personal Protective Equipment (Works if you use it)





# Machine Guarding

("Learn" how to use machines  
Safely,  
and ensure guards are in place)



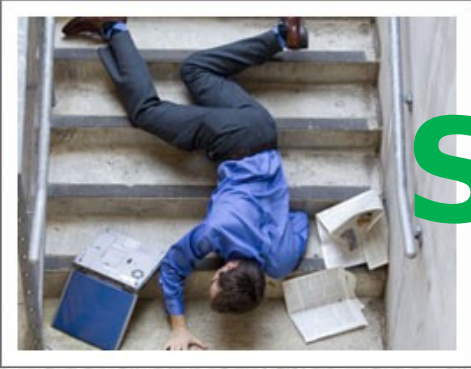


# Electrical Hazards





# Slips, Trips & Falls







# Poor Housekeeping





# Know where Fire Extinguishers are, and how to use them?



- Don't restrict access to fire extinguishers

- Document Monthly



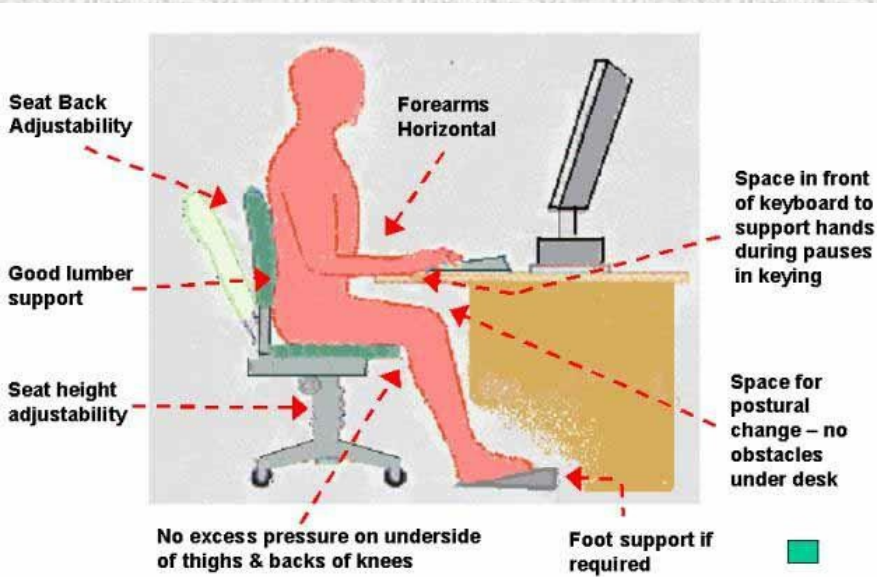
Inspections





# Hazardous Chemicals

- Do you Work With or are You Exposed to Hazardous Chemicals???
- Do All Containers have a Label?
- Do you Know where the MSDSs are?
- Do you Know the Hazards Associated with the Chemicals?
- Do you Know what Protective/Control Measures to take?











# DISTRACTIONS (Stay Focused)



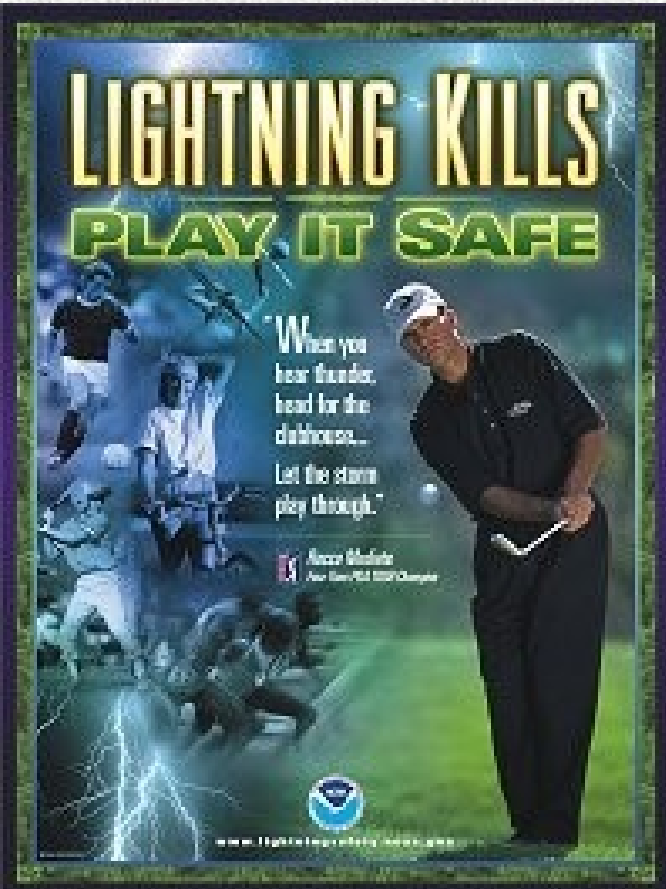
# THE DEADLY EQUATION

WEIGHT X SPEED = CRASH FORCE

150 lbs X 70 mph = 10,500 lbs of Crash  
Force  
20 lbs X 60 mph = 1,200 lbs of Crash  
Force  
5 lbs X 60 mph = 300 pound  
projectile



- **Don't Gamble with Safety**







# Composite Risk Management

at the “Consequences of

and then



# Safety and Occupational Health Network



# **• Something to Think About**

- Supervisors set (or do not set) the standard**
- An organization that fails to enforce standards has NO standards**
- If it doesn't look right or feel right; it probably isn't right.**
- There are no shortcuts to mission success - manage the risk - execute to standard**
- Anyone has the right to stop unsafe acts**



If,

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Equals,

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24  
25 26

Then,

K + N + O + W + L + E + D + G + E  
11 + 14 + 15 + 23 + 12 + 5 + 4 + 7 + 5 = 96%

H + A + R + D + W + O + R + K  
8 + 1 + 18 + 4 + 23 + 15 + 18 + 11 = 98%

Both are important, but the total falls just short of 100%

But,

A + T + T + I + T + U + D + E  
1 + 20 + 20 + 9 + 20 + 21 + 4 + 5 = 100%

**Safety is really about attitude.**

**Make 100% Safe Behavior your choice both ON and OFF the  
job**

